

Constitutional Officers

Clerk of the Circuit Court

Seminole County

Mission

To maintain the files and records of the County and the courts, to ensure their accuracy, and to safeguard the public assets of the citizens of Seminole County.

Business Strategy

The Office of the Clerk of Circuit and County Courts is unique to County government. The Clerk serves the bench, the Bar and the citizens of Seminole County; both as keeper of the official record books of the County and as the County's Chief Financial Officer.

As an Officer of the Court, the Clerk maintains the files and records of each case heard in Seminole County each year (137,902 in 2001 alone, or about one new case every 58 seconds the courthouse was open to the public). These include felony and misdemeanor cases, civil court cases, traffic court cases, probate and guardianship cases, and juvenile delinquency and dependency cases. The Clerk is responsible for summoning jurors, witnesses and defendants, and for recording the judgments of each court. The Clerk collects all fines and fees, and acts as a depository for child support and alimony payments. The Clerk issues marriage licenses and performs marriage ceremonies.

In addition to these duties, the Clerk serves as the County's recorder, treasurer and auditor. In this capacity, the Clerk reviews all County expenditures, co-signs each check, and manages the County's \$423 million investment portfolio. Each year, the Clerk prepares the County's "Comprehensive Annual Financial Report." The position also serves as clerk of the Board of County Commissioners, and is an ex-officio member of the board. (A recent legislative study estimated that the Clerk of the Circuit Court performs 926 different duties.)

The Clerk's Office is one of 47 in the state funded entirely through fees generated in day-to-day operations, without any general taxpayer support. These fee-based offices are required by law to transfer any surplus to the County at the end of each fiscal year. In the past 10 years, the Clerk's Office has generated more than \$6.7 million in excess fees, \$425,715 in fiscal year 2001 alone. The Clerk maintains a current staff of 213: 191 in the Court Operations Division and 22 in BCC Finance/Records Division. The office is funded through service charges, fines and fees paid to the Court.

Additional Functions;

The Clerk of the Circuit Court bills back to the County the statutory costs of holding court. These include the cost of attending court, preparing court minutes and cases filed, issuing subpoenas, and conducting court records searches. The total cost billed to the County in Fiscal Year 2001 was approximately \$2.9 million.

Department:	CONSTITUTIONAL OFFICERS	Seminole County
Division:	CLERK OF THE CIRCUIT COURT	
Section:	COUNTY FINANCE	FY 2002/03

	2000/01 Actual Expenditures	2001/02 Adopted Budget	2002/03 Adopted Budget	% Change 2002/03 over 2001/02
EXPENDITURES:				
Personal Services	64,982	85,722	104,346	21.7%
Operating Services	42,381	41,723	43,592	4.5%
Capital Outlay	0	0	0	
Debt Service	0	0	0	
Grants and Aid	0	0	0	
Reserves/Transfers	0	0	0	
Subtotal Operating	107,363	127,445	147,938	16.1%
Capital Improvements	0	0	0	
TOTAL EXPENDITURES	107,363	127,445	147,938	16.1%
FUNDING SOURCE (S)				
General Fund	107,363	127,445	147,938	16.1%
TOTAL FUNDING SOURCE (S)	107,363	127,445	147,938	16.1%
Full Time Positions	0	0	0	
Part-Time Positions	0	0	0	

New Programs and Highlights for Fiscal Year 2002/03

Transfer one position from the Clerk's Office to County Finance. The dollars for this position account for the increase in FY 2002/03 for Personal Services. However, the full time position is reflected in the staffing count on the Finance Transfer page.

Capital Improvements	2002-03	2003-04	2004-05	2005-06	2006-07
Total Project Cost	0	0	0	0	0
Total Operating Impact	0	0	0	0	0

Department: CONSTITUTIONAL OFFICERS **Seminole County**
Division: INTERGOVERNMENTAL TRANSFER
Section: FINANCE TRANSFER **FY 2002/03**

	2000/01 Actual Expenditures	2001/02 Adopted Budget	2002/03 Adopted Budget	% Change 2002/03 over 2001/02
EXPENDITURES:				
Personal Services	796,060	770,000	785,000	1.9%
Operating Services	62,600	65,000	62,000	-4.6%
Capital Outlay	0	0	0	
Debt Service	0	0	0	
Grants and Aid	0	0	0	
Reserves/Transfers	0	0	0	
Subtotal Operating	858,660	835,000	847,000	1.4%
Capital Improvements	0	0	0	
TOTAL EXPENDITURES	858,660	835,000	847,000	1.4%
FUNDING SOURCE (S)				
General Fund	858,660	835,000	847,000	1.4%
TOTAL FUNDING SOURCE (S)	858,660	835,000	847,000	1.4%
Full Time Positions	21	21	22	
Part-Time Positions	0	0	0	

New Programs and Highlights for Fiscal Year 2002/03

Transfer one position from the Clerk's Office to County Finance

Capital Improvements	2002-03	2003-04	2004-05	2005-06	2006-07
Total Project Cost	0	0	0	0	0
Total Operating Impact	0	0	0	0	0

Department:	CONSTITUTIONAL OFFICERS	Seminole County
Division:		FY 2002/03
Section:	COURT COSTS	

	2000/01 Actual Expenditures	2001/02 Adopted Budget	2002/03 Adopted Budget	% Change 2002/03 over 2001/02
EXPENDITURES:				
Personal Services	0	0	0	
Operating Services	2,920,837	2,560,376	2,950,000	15.2%
Capital Outlay	0	0	0	
Debt Service	0	0	0	
Grants and Aid	0	0	0	
Reserves/Transfers	0	0	0	
Subtotal Operating	2,920,837	2,560,376	2,950,000	15.2%
Capital Improvements	0	0	0	
TOTAL EXPENDITURES	2,920,837	2,560,376	2,950,000	15.2%
FUNDING SOURCE (S)				
General Fund	2,920,837	2,560,376	2,950,000	15.2%
TOTAL FUNDING SOURCE(S)	2,920,837	2,560,376	2,950,000	15.2%
Full-Time Positions	0	0	0	
Part-Time Positions	0	0	0	

New Programs and Highlights

Capital Improvements	2002-03	2003-04	2004-05	2005-06	2006-07
Total Project Cost	0	0	0	0	0
Total Operating Impact	0	0	0	0	0